

CURRICULUM OVERVIEW

Technology and Business

Career and Technical Education Series



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Technology and Business Course Overview

Technology and Business is a year-long, high school elective that teaches students technical skills, effective communication skills, and productive work habits needed to make a successful transition into the workplace or postsecondary education. In this course, students gain an understanding of emerging technologies, operating systems, and computer networks. In addition, they create a variety of business documents, including complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations.

This course provides key knowledge and skills in the following areas:

1. Emerging Technologies
2. Operating Systems
3. Word Processing
4. Spreadsheets
5. Databases
6. Communication Skills
7. Telecommunications
8. Electronic Presentations
9. Computer Networks
10. Project Management

By the end of the course, the student should be able to do the following:

- Select the appropriate technology to address business needs.
- Describe and compare types of operating systems.
- Use the computer's operating system to execute work responsibilities.
- Identify the purpose and style of various business documents.
- Create complex word-processing documents with columns, bulleted lists, tables, and graphs.
- Improve speed and accuracy of keyboarding.
- Use spreadsheets to calculate, graph, solve business problems, and make predictions.
- Perform data-management procedures using database technology.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.
- Describe and identify components of the telecommunications industry.
- Create and deliver an effective presentation following presentation guidelines.
- Describe the components required to establish a network.
- Identify the information management requirements and business needs of an organization.
- Use project-management tools and processes to manage a business project successfully.

Below is a list of generic resources required to complete the course:

- word-processor software
- spreadsheet software
- database software
- presentation software
- e-mail

Unit 1: Business Technology		
Technology and Business	Assignments	
	1. Course Overview	10. Project: Defining Technical Terms
	2. Hardware versus Software	11. Quiz 2: Business Solutions
	3. Current Business Technology	12. Alternate Quiz 2—Form A: Business Solutions*
	4. Equipment Maintenance	13. Alternate Quiz 2—Form B: Business Solutions*
	5. Quiz 1: Overview of Business Technology	14. Report: Technology in Business
	6. Alternate Quiz 1—Form A: Overview of Business Technology*	15. Special Project*
	7. Alternate Quiz 1—Form B: Overview of Business Technology*	16. Review
	8. Business Solutions Case Studies	17. Test
	9. Emerging Technology	18. Alternate Test—Form A*
Technology and Business		19. Alternate Test—Form B*
		20. Glossary and Credits

Unit 2: Computer Operating Systems		
Technology and Business	Assignments	
	1. What Is an Operating System?	12. Getting Started—Exploring the Desktop
	2. Utilities	13. Using the Interface
	3. Quiz 1: An Introduction to Operating Systems	14. File Management
	4. Alternate Quiz 1—Form A: An Introduction to Operating Systems*	15. Quiz 3: Using the Operating System
	5. Alternate Quiz 1—Form B: An Introduction to Operating Systems*	16. Alternate Quiz 3—Form A: Using the Operating System*
	6. Mac	17. Alternate Quiz 3—Form B: Using the Operating System*
	7. Windows	18. Project: Customize Your Desktop
	8. Linux	19. Special Project*
	9. Quiz 2: Types of Operating Systems	20. Review
Technology and Business	10. Alternate Quiz 2—Form A: Types of Operating Systems*	21. Test
	11. Alternate Quiz 2—Form B: Types of Operating Systems*	22. Alternate Test—Form A*
		23. Alternate Test—Form B*
		24. Glossary and Credits

Unit 3: Word Processing		
Technology and Business	Assignments	
	1. Keyboarding Pretest	16. Research Papers
	2. Keyboarding Exercises	17. Project: Formatting a Research Paper
	3. Number Keypad	18. Business Reports
	4. Project: Timed Typing Tests*	19. Project: Creating a Business Report
	5. Quiz 1: Keyboarding Skills	20. Quiz 2: Creating Business Documents
	6. Alternate Quiz 1—Form A: Keyboarding Skills*	21. Alternate Quiz 2—Form A: Creating Business Documents*
	7. Alternate Quiz 1—Form B: Keyboarding Skills*	22. Alternate Quiz 2—Form B: Creating Business Documents*
	8. Writing and Editing a Business Document	23. Special Project*
	9. Project: Creating a Memo	24. Review
Technology and Business	10. Business Letters	25. Test
	11. Project: Creating a Business Letter	26. Alternate Test—Form A*
	12. Résumés	27. Alternate Test—Form B*
	13. Project: Creating a Résumé	28. Glossary and Credits
	14. Brochures and Newsletters	
	15. Project: Creating a Newsletter	

Unit 5: Databases	
Assignments	
1. Comparing Databases and Spreadsheets	14. Project: Data Warehouse*
2. Understanding Database Terms	15. Project: Using a Database to Create a Business Report*
3. Project: Creating a Database	16. Quiz 2: Database Features
4. Working with Data and Records	17. Alternate Quiz 2—Form A: Database Features*
5. Project: Creating a Database	18. Alternate Quiz 2—Form B: Database Features*
6. Quiz 1: Database Basics	19. Special Project*
7. Alternate Quiz 1—Form A: Database Basics*	20. Review
8. Alternate Quiz 1—Form B: Database Basics*	21. Test
9. Using Databases to Search and Query	22. Alternate Test—Form A*
10. Project: Working with Queries	23. Alternate Test—Form B*
11. Project: Using a Database to Generate Mailings*	24. Glossary and Credits
12. Importing and Exporting Data	
13. Data Analysis	

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Unit 7: Communication Skills		
Technology and Business	Assignments	
	1. Communication Skills	14. Finding Reliable Internet Resources
	2. Electronic Communication Skills	15. Paraphrasing and Summarizing
	3. Project: Revising E-mail Messages	16. Organizing Information
	4. Quiz 1: Overview of Effective Communication Skills	17. Quiz 3: Using Written Information
	5. Alternate Quiz 1—Form A: Overview of Effective Communication Skills*	18. Alternate Quiz 3—Form A: Using Written Information*
	6. Alternate Quiz 1—Form B: Overview of Effective Communication Skills*	19. Alternate Quiz 3—Form B: Using Written Information*
	7. Workplace Skills, Habits, and Attitudes	20. Report: Business Skills
	8. Active Listening	21. Special Project*
	9. Constructive Feedback	22. Review
	10. Project: Employee Action Plan	23. Test
	11. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes	24. Alternate Test—Form A*
	12. Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes*	25. Alternate Test—Form B*
	13. Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes*	26. Glossary and Credits
Technology and Business	Unit 8: Telecommunications Technology	
	Assignments	
	1. The Parts and the Pieces	11. Project: Analyze It
	2. Case Studies	12. Quiz 2: Using and Choosing Telecommunication Technology
	3. Quiz 1: The Telecommunications Industry – An Overview	13. Alternate Quiz 2—Form A: Using and Choosing Telecommunication Technology*
	4. Alternate Quiz 1—Form A: The Telecommunications Industry – An Overview*	14. Alternate Quiz 2—Form B: Using and Choosing Telecommunication Technology*
	5. Alternate Quiz 1—Form B: The Telecommunications Industry – An Overview*	15. Special Project*
	6. E-mail	16. Review
	7. Beyond E-mail	17. Test
	8. E-mail Ethics and Work Habits	18. Alternate Test—Form A*
	9. Netiquette	19. Alternate Test—Form B*
	10. Evaluating Telecommunication Technologies	20. Glossary and Credits
Technology and Business	Unit 9: Presentation Technology	
	Assignments	
	1. What is Presentation Technology?	12. Content
	2. How is Presentation Technology Used?	13. Layout
	3. Quiz 1: An Introduction to Presentation Technology	14. Putting It All Together
	4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*	15. Quiz 3: Presentation Planning
	5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*	16. Alternate Quiz 3—Form A: Presentation Planning*
	6. Working with Text	17. Alternate Quiz 3—Form B: Presentation Planning*
	7. Working with Graphics	18. Project: Creating a Presentation
	8. Working with Special Effects	19. Special Project*
	9. Quiz 2: Presentation Guidelines	20. Review
	10. Alternate Quiz 2—Form A: Presentation Guidelines*	21. Test
	11. Alternate Quiz 2—Form B: Presentation Guidelines*	22. Alternate Test—Form A*
		23. Alternate Test—Form B*
		24. Glossary and Credits

Unit 10: Computer Networks		
Technology and Business	Assignments	
	1. What is Project Management?	10. Career Paths in Information Technology
	2. Project Management Tools	11. Quiz 2: Managing a Project
	3. Quiz 1: Introduction to Project Management	12. Alternate Quiz 2—Form A: Managing a Project*
	4. Alternate Quiz 1—Form A: Introduction to Project Management*	13. Alternate Quiz 2—Form B: Managing a Project*
	5. Alternate Quiz 1—Form B: Introduction to Project Management*	14. Special Project*
	6. Initiating and Planning a Project	15. Review
	7. Project: Initiating a Project	16. Test
	8. Executing and Closing a Project	17. Alternate Test—Form A*
	9. Project: Project Meeting	18. Alternate Test—Form B*
Unit 11: Project Management		
Technology and Business	Assignments	
	1. What is Presentation Technology?	12. Content
	2. How is Presentation Technology Used?	13. Layout
	3. Quiz 1: An Introduction to Presentation Technology	14. Putting It All Together
	4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*	15. Quiz 3: Presentation Planning
	5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*	16. Alternate Quiz 3—Form A: Presentation Planning*
	6. Working with Text	17. Alternate Quiz 3—Form B: Presentation Planning*
	7. Working with Graphics	18. Project: Creating a Presentation
	8. Working with Special Effects	19. Special Project
	9. Quiz 2: Presentation Guidelines	20. Review
Unit 12: Semester Review and Exam		
	Assignments	
	1. Review	3. Alternate Exam—Form A*
	2. Exam	4. Alternate Exam—Form B*
Unit 13: Course Review and Exam		
	Assignments	
	1. Review	3. Alternate Exam—Form A*
	2. Exam	4. Alternate Exam—Form B*

(*) Indicates alternative assignment